

Letter for remote inspections of small equipment

In cases where the inspector is not allowed to enter an occupied home, the following letter may be sent to Building Services for small equipment installations.

Remote inspection of small projects in homes to include: water heaters/boilers, furnaces, AC units, etc., may be performed by providing the following information on a letter with accompanying videos or photos. The letter with signature may be scanned and shall be emailed to: john.speidel@longmontcolorado.gov

A letter from the contractor on company letter head (for contractor) or homeowner who performed the installation is required and shall provide the following information.

The letter shall include the minimum information as described below. The approval may not be approved if any of this information is missing.

Complete physical street address (company or person doing the work.)

Date (when work was completed.)

Address this letter to: Attn: Building Official
Building Services
385 Kimbark Street
Longmont, CO 80501

Permit number (for work performed)

Street Address (where work was performed)

Model and serial number of equipment installed

Brief description of appliance indicating size of circuit breaker required or BTU/hr.

Photos attached to this letter (see photos or video requirements)

A closing statement reading as follows.

I "Company name" or "person's name" attest that the (description of work/equipment) has been installed in conformance with City of Longmont Building Codes and Manufacturer's installation requirements.

License number (for contractor)

Position title with company (for contractor)

Signature (letter will not accepted unless it is signed by the installer)

Name & phone number

Email address

Photo or Video Requirements

Photos or video shall be submitted for work performed confirming work done and shall be clear and legible. They should clearly show critical components for each of the appliances as described below. As a minimum the following needs to be verified by our inspectors for final approval by photos or video.

Water Heaters/boilers

Gas connector you may write on photo indicating diameter of connector

Gas shut off location

Venting of appliance showing exhaust/intake vents and any combustion air vents.

Water heater showing clearance in front of controls to walls or obstacles.

For electric heaters provide circuit breaker requirements and circuit breaker installed in electrical panel.

Expansion tanks and how it is supported.

Pressure relief valve with piping

Pan under water heater, required if located on a floor level that has finished floors

On demand water heaters showing size of water feed.

Furnaces and/or A/C units

Gas connector you may write on photo indicating diameter of connector

Gas shut off location

Venting of appliance showing exhaust/intake vents and any combustion air vents.

Clearance in front of controls to walls or obstacles.

For electrical furnaces, heat pumps or A/C units provide circuit breaker requirements and circuit breaker installed in electrical panel.

Fireplace and other decorative heating appliances

Gas connector you may write on photo indicating diameter of connector

Venting of appliance showing exhaust/intake vents and any combustion air vents.

Gas shut off location

Circuit breaker installed in electric panel (for electric FP)